

ATTACHMENT 1

Charleston Southern University

EVENTS HOSTING POLICY

September 2016

EVENTS HELD ON THE UNIVERSITY CAMPUS

Events are those planned occurrences that are, for the most part, outside the normally scheduled academic, athletic, and administrative process of the university. The university facilities, and the personnel who staff them, exist for the primary purpose of delivering higher education. However, the university *may* allow these events if they are consistent with the university's philosophy and mission; if they do not interfere with efficient university operations; and, if sufficient benefit accrues to the university to make it worthwhile. Non-university events will not normally be allowed during finals periods, on commencement days, or when the university is officially closed. Mission Fuge is a recognized exception to this policy and is governed by its own contract.

The Facility Rental Charge Guideline is maintained as a function of the Events Contracting package. The rates are subject to change and are updated to reflect current market conditions. The rate charges are approved by the Senior Officers.

Events will fall into one of the following university-defined categories, and they are subject to rules associated with the type of event as outlined below and elsewhere herein:

1. University Hosted Events (e.g., SCBC Meeting; Charleston Symphony; President's Club Dinner, etc.)
 - a. Normally an integral part of the overall university schedules.
 - b. Event staff and/or faculty/staff on-site coordinator(s) assigned as part of paid duties.
 - c. No charge - costs assumed by university.
 - d. If the event involves minors a contract is required.
 - e. If the event involves minors all staff and volunteers must have a satisfactory background check and review the sexual misconduct policies. The background check will be charged to the department and may take up to 7 days to process.
 - i. Please provide a list of all staff and volunteers, their policy acknowledgement forms and their background authorization forms with your contract.
2. University Sponsored Events (e.g., Baptist Church/Group Events; High School Graduations, CSU Athletic Tournaments, etc.)
 - a. University schedule must be able to accommodate.
 - b. A university faculty/staff sponsor must agree to sponsor and be present for the duration of the event on a voluntary, unpaid basis.
 - c. Reduced facilities rental rates *may* apply, and normal overhead costs (e.g., security) may apply.
 - i. See attached charge schedule for facilities fees.
 - ii. Extra security officer time at contract rate/hour/officer (min of 4 hours) when required.
 - iii. Events manager and events staff time at overtime rate when required.
 - iv. Any special set up university labor costs at overtime rate.
 - v. User must provide business license (when applicable) and liability insurance of \$1,000,000 showing CSU as an additional insured and/or waiver upon request.
3. Camps or Clinics Conducted by University Coaches
 - a. The President, in accordance with NCAA requirements, must provide approval for each event.
 - b. A minimum of 30 days of advance notice is required for camps/clinics held from September 1 through May 31; Camps/clinics held from June 1 through August 1 must be requested and approved by March 1.

- c. Camps/clinics will not normally be approved during the week before or the week of final exams.
 - d. Residential camps will not be held during periods when the campus is closed (e.g., Christmas; Thanksgiving; etc) and after the 1st of August.
 - e. Camps/clinics which require university staff for support may be conducted only when the camp reimburses, via the university payroll system, the individual at the overtime rate.
 - f. A camper fee of \$1/camper/day is to be paid directly to the BUC Club.
 - g. All camp staff and volunteers must have a satisfactory background check and review the sexual misconduct policies. The background checks must be paid for in advance, and may take up to 7 days to process.
 - h. Please provide a list of all staff and volunteers, their policy acknowledgement forms and their background authorization forms with your contract.
 - i. Athletic Facilities - Coaches' camps will be charged on a per head per day basis for the use of university athletic facilities directly to the BUC Club, the rate to be set annually by the Athletic Director.
 - ii. Residential Facilities – Athletic campers will pay the room rate charges in effect as set annually by the Cabinet. A minimum charge will be in effect that equals the cost of commercial cleaning of the room.
 - iii. Dining Facilities – All camper meals taken on campus must be bought from the university's food service provider unless waived by that company. Rates are normally per meal and set annually.
 - iv. Insurance – Coaches must provide a certificate of general liability insurance for \$1,000,000 for their camps that show the university as an additionally insured party.
Coaches must provide sexual molestation insurance in the amount of \$10,000,000 with the university as an additionally insured party. We will accept a sexual molestation policy specific to the event.
 - v. License – Each coach conducting a camp must provide a proper business license.
4. Other Events (e.g. Little League Baseball Tournaments, High School Graduations, Dance School Recitals, etc.)
- a. Event must be consistent with the university mission.
 - b. University schedule must be able to accommodate.
 - c. Net compensation to University must make it worthwhile to undertake event. Costs to be covered in rental include:
 - i. See attached charge schedule for facilities fees.
 - ii. Extra security officer time at contract rate/hour/officer (min of 4 hours) when required by university Security Officer.
 - iii. Any required university events manager and events staff time at overtime rate.
 - iv. Any special set up costs at overtime rate.
 - v. Renter must provide liability insurance of \$1,000,000 showing CSU as an additional insured and a business license (when applicable)
Renter must provide sexual molestation insurance in the amount of \$10,000,000 with the university as an additionally insured party. We will accept a sexual molestation policy specific to the event.

Some *general requirements* also exist for all event types:

- a. All events must be scheduled through the University Events Manager and reduced to a written contract following the process outlined herein.
- b. At least one paid, full-time university employee **MUST** be present during the entire period of the event unless otherwise exempted herein. The employee may be either:
 - i. The University Events Coordinator;
 - ii. For Cafeteria, Gold Room, and other dining facilities, an ARAMARK manager or assistant;
 - iii. A Head or Assistant Coach;
 - iv. Any other full-time University employee.
- c. For residential events, ONLY the university residence halls, and no other facilities, are approved for lodging. Within the residence halls, no more than two people are normally allowed to stay in any residence hall room. Additionally, one adult resident supervisor per 10 residents is normally required, with a minimum of **two**. Coeducational lodging (male and female in the same dormitory areas) is NOT allowed by university policy. The university reserves the right to require additional adult supervisors as it sees fit.
- d. In addition to any other approval required, the use of academic facilities requires the approval of the Vice President for Academics.
- e. In addition to any other approval required, the use of athletic facilities requires the approval of the Athletic Director or Vice President for Athletics.
- f. The university requires that a university employee act as Event Manager when either the Chapel or Gymnasium is used. Further, Events Managers for the Gymnasium and other athletic facilities will normally be Athletic Department employees. Event Managers will be reimbursed by the facility user via the university at their overtime rate for hours actually on the job, with a minimum of four hours per employee.
- g. The university reserves the right to determine the need for additional security guards for an event. It can be expected that additional security will be required when an event draws spectators or creates additional traffic.
- h. Fees for the use of university facilities are due in full and payable on the final day of the event unless specifically authorized otherwise in writing by the Vice President for Business Affairs. If the event ends outside normal working hours of the university, payment is due at the beginning of the next workday.
- i. The university Cabinet must approve events or programs that require university commitment of facilities for longer than one week in duration.

CAMPUS EVENTS SCHEDULING PROCESS

1. For Off-Campus Groups and Camps/Clinics held by University Coaches:
 - a. Requests for the use of university facilities and grounds must be submitted in writing to the Events Coordinator. Normally, a minimum of 30 days notice will be required. All requests for Summer Camps must be received prior to March 1.
 - b. All requests must have the following information:
 - i. Facility or Facilities Needed
 - ii. Time And Date
 - iii. Sponsoring Group
 - iv. Purpose
 - v. Contact Name And Number

- c. Proof of Insurance - if required (certificate with CSU as an additional insured will be required once the event is approved). Business License – if required The Events Coordinator will consult and maintain the Campus Master Calendar to verify campus and facility availability. Individual departments are consulted when involved, such as housing for summer camps, or athletics for gymnasium or fields.
- d. If facilities are unavailable the requesters are immediately notified. If facilities are available, the events are tentatively scheduled pending final approval.
- e. Tentatively approved requests are submitted by the Events Coordinator to the Vice President for Business Affairs for final approval.
- f. If the request is denied a letter is sent to inform the requester.
- g. Upon approval, rates and conditions are set following the usage prices and guidelines herein or as established in other policies.
- h. Following final approval, the appropriate paperwork is completed:
 - i. Facility Usage Agreement (residence halls, fields, cafeteria, gymnasium, etc.)
 - ii. Hold Harmless Agreement (visiting non-profit groups, such as schools, churches, etc.)
 - iii. Chapel Contract (for chapel rental use)
 - iv. Food Service Agreement with ARAMARK (for Gold Room and Cafeteria)
 - v. A \$1,000,000 general liability insurance certification showing the university as an additional insured party (provided by the facility user).
 - 1. Insurance must have an addendum showing sexual misconduct is not excluded or additional coverage proof must be provided.
 - vi. List of all staff and volunteers working along with sexual misconduct policy acknowledgement and background authorization form and payment for background checks – if minors are involved.
 - vii. University Code of Conduct – signed by the renter
- i. All agreements must be signed by the Vice President for Business Affairs or a designated agent and a representative from the sponsor. At signing, any deposits, references, insurance papers, etc., must be available.
- j. Failure of the prospective event sponsor to complete and return all required documents at least ten working days prior to the event will result in cancellation of the university's reservation for the event.
- k. After all documents are properly executed, the events are officially scheduled on Campus Master Calendar.

2. For On-Campus Groups and University Employees:

- a. Request for use must be in written form sent to the Events Coordinator a minimum of 30 days in advance. For summer camps and clinics, all requests are required by March 1.
- b. The requests must have the following information:
 - i. Facility or facilities needed
 - ii. Time and date
 - iii. Department
 - iv. Purpose
 - v. Contact name and number
 - vi. Proof of Insurance – if required (certificate with CSU as an additional insured will be required once the event is approved).
- c. Business License – if required The Campus Master Calendar will be consulted to verify availability. Individual departments are consulted when involved, such as housing for summer camps or athletics for gymnasium or fields.

- d. If facilities are available, the events are scheduled *pending* completion of the required paperwork.
 - i. Facility Usage Agreement (residence halls, fields, cafeteria, gymnasium, etc.)
 - ii. A contract signed by the sponsoring department's Vice President will normally be required.
 - iii. Hold Harmless Agreement (when the event includes visiting groups, such as schools, churches, etc.)
 - iv. Chapel Contract (for chapel use)
 - v. Food Service Agreement with ARAMARK (for Gold Room and Cafeteria)
 - vi. A general liability insurance certification showing the university as an additional insured party *may* be required at the discretion of the Vice President for Business Affairs.
 - vii. List of all staff and volunteers working along with sexual misconduct policy acknowledgement and background authorization form and payment for background checks – if minors are involved.
 - viii. University Code of Conduct – signed by the renter
- e. Conditions and charges for the use of university facilities will be in accordance with rates and guidelines contained herein.
- f. Requests are subject to final approval by the Vice President for Business Affairs.

3. For Departmental Use Only:

- a. Request for use must be in written form sent to the Events Coordinator a minimum of 30 days in advance.
- b. The requests must have the following information:
 - i. Facility or facilities needed
 - ii. Time and date
 - iii. Department
 - iv. Purpose
 - v. Contact name and number
- c. The Campus Master Calendar will be consulted to verify availability.
- d. If facilities are available, the events are scheduled.
- e. Completed CSU generated event contract documents with all signatures without any changes will bypass the review and routing form and proceed straight to the V P for Business Affairs with the exception of a coach camp which per NCAA guidelines has to be signed by the President as well.
- f. Requests may be subject to final approval by the Vice President for Business Affairs.

SUMMARY OF EVENTS REQUIREMENTS

REQUIREMENT	UNIVERSITY HOSTED	UNIVERSITY SPONSORED	CSU COACHES' CAMPS	OTHER EVENTS
Contract	NO	YES	YES	YES
University Sponsor in Attendance	YES	YES	YES	NO
Payment for Facility	NO	REDUCED	DAILY/HEAD	YES
Payment for Event Manager	NO	AFTER 5:00/and weekends or holidays	NO	YES
Payment for Event Staff	NO	AFTER 5:00/and weekends or holidays	NO	YES
Payment for Security	NO	YES	IF REQUIRED	YES
Payment for Special Set Up Costs	NO	YES	IF REQUIRED	IF REQUIRED
Business License	NO	IF APPLICABLE	YES	IF APPLICABLE
Liability Insurance	NO	YES	YES	YES
List of Staff and Volunteers	If minors are involved	If minors are involved	Yes	If minors are involved
Background Authorization Form	If minors are involved	If minors are involved	Yes	If minors are involved
Sexual Misconduct Acknowledgement	If minors are involved	If minors are involved	Yes	If minors are involved

Charge Schedule

<u>Facility Rented</u>	<u>Rent*</u>
No charge for CSU paid/Department events	
*Includes Room Set Up	
Chapel	\$2,250/day
Gold Room	\$750/day or \$450 per side per day *
Charleston Room	N/A
Standard Classroom	\$200/day
Auditorium Classroom	\$400/day
Computer Lab (24 computers)	\$1000/day (includes 4 hrs of assistance)
Athletic Field	Set by Athletic Director
WCCL Room 102	\$650/day *
WCCL Room 103	\$650/day *
WCCL Room 102&103	\$1150/day *
WCCL Room 111	\$450day *
WCCL Room 113	\$450/day
WCCL Standard Classroom	\$200/day
WCCL Auditorium Classroom	\$500/day
Buc Park	\$250
<u>Technology/Set-up</u>	<u>Fee</u>
No charge for CSU paid/Department events	
Chapel: Audio	\$500
Video	\$350
Lighting	\$500
Gold, Chas., WCCL 102&103:	
Audio: built in	\$150
Set up	\$500
I.T.	\$100
Housekeeping	\$15/hour per housekeeper
Security: N. Charleston Police	\$22/hour per officer 4 hour min.
CSU security	\$15/hour per security guard
	<u>Fees</u>
<u>Aramark Catering</u>	
Pass through cost from Aramark	
<u>Linen</u>	<u>Fees</u>
<u>Table Cloth</u> Pass through cost from Aramark	<u>\$2.00/Each</u>
<u>Overlays</u> Pass through cost from Aramark	<u>\$1.00/Each</u>
<u>Napkins</u> Pass through cost from Aramark	<u>\$.50/Each</u>

*Full-time University employees are eligible to receive a 10% discount on facility rental rates. Reservations for departmental use only are not subject to rent. These discounts may be subject to approval by the VP of Business Affairs.

